



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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TO: Agency Directors and Policy Manual Users

FROM: Victor A. Moore
Director

SUBJECT: REVISIONS TO SAAM CHAPTER 10 - TRAVEL

We have all struggled with the high cost of gasoline prices. These additional costs have caused many citizens to carefully choose when they must travel. Like our citizens, we also must prioritize our travel on state business, limit discretionary travel, and find alternatives to control mileage costs whenever possible.

We recognize that there are many state employees, such as safety inspectors and Child Protective Services workers, who use their own vehicles for state business. This is because this is the most efficient and effective way to serve the people of the state.

In recognition of the increased cost of fuel, the Internal Revenue Service (IRS) announced last week it has increased the allowable mileage rate for the last six months of 2008 from \$0.505 per mile up to \$0.585 per mile. We have decided to match the IRS rate to reimburse employees for the costs they incur when using their own vehicles on state business.

This mileage reimbursement increase for privately owned vehicles will further strain state budgets, so please exercise prudent judgment when approving travel to ensure it is critical for state business. We also encourage you to explore alternatives to travel, such as teleconferencing, and to carpool when possible.

As is the case with all changes of this type, the mileage rate change is being made through a revision to Subsection 10.90.20 of the State Administrative and Accounting Manual (SAAM). This change, effective **July 1, 2008**, adopts the increased reimbursement rate for privately owned vehicle (POV) mileage set by the U.S. Treasury Department, as allowed by RCW 43.03.060.

Subsection 10.90.20 (<http://www.ofm.wa.gov/policy/10.90.htm>) – **Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage** has been revised to reflect the new mileage reimbursement rate as follows:

<u>Vehicle</u>	<u>Old Rate/Mile</u>	<u>New Rate/Mile</u>
Privately Owned Vehicles (POV)	\$.505	\$.585

A copy of the per diem map for the state of Washington is available on the Office of Financial Management's (OFM) Administrative and Accounting Resources website at <http://www.ofm.wa.gov/resources/travel.asp>.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as it meets the required minimum standards.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>. Additional resources are also available on our Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/default.asp>.

Unless noted otherwise, questions on SAAM content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontacts.asp>.